

# COVID19: Re-opening to all children Risk Assessment and Action Plan (updated from key worker provision)

**SCHOOL NAME:** Bancroft's School

**OWNER:** Lionel Green (Bursar) and Debbie Picton (Senior Deputy Head)

**DATE:** September 3<sup>rd</sup> 2020

## Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full re-opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection (Safeguarding) Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

## Steps of Re-opening Preparation:



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*\*The below table includes examples in grey, these are not exhaustive.*

A	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p><b>Preparing Buildings and Facilities</b></p>	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> </ul>	<p>The whole school site has remained open for the pupils of Key Workers with all H&amp;S checks and routine maintenance continuing in line with scheduled programme.</p>	<p>L</p>	<p>Deputy Bursar and Maintenance Manager Confirm</p>	<p>22/05/20</p>	<p>L</p>
		<p>The school's insurers are aware of school's return</p>	<p>L</p>	<p>Bursar</p>	<p>26/05/20</p>	<p>L</p>
		<p>The kitchen has remained open to provide lunch to pupils and staff on site and they continue to follow Food Hygiene best practice.</p> <p>Please see separate appendix with risk assessment for catering provision</p>	<p>L</p>	<p>Catering Manager</p>	<p>22/05/20</p>	<p>L</p>

	Office spaces re-designed to allow office-based staff to work safely.	Some Offices do not allow for adequate space between staff members	M	Desks have been rearranged as non-facing and screens have been installed		L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	Staggered start introduced. Communication sent to parents re drop off and pick up.  Signage in place around the site to direct movement  Extra entrance open in the morning to reduce bottlenecks	Deputy Bursar and Senior Deputy Head	L
	Consideration given to premises lettings and approach in place.		L	No lettings for the first three weeks of term to trial our procedures, if all is good lettings commence on Saturday 26 <sup>th</sup> September	Bursar and BEL Manager 27/8/20	L
	Consideration given to the arrangements for any deliveries.		L	Bursar	22/05/20	L
<b>Emergency Evacuations</b>	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the</i>	Current evacuation routes would cause multiple groups of people to come into contact. Groups for	M	Revised evacuation procedure and signage to be in place in corridors, offices and classrooms to be	Deputy Bursar & Senior Tutor 26/05/20	L

	<p><i>building calmly regardless of social distancing.</i></p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>registration during fire drill are cross bubbles</p>	<p>N/A</p>	<p>shared with all staff and children. Masks to be worn by children in corridors</p> <p><b>Hold a drill to test</b></p> <p>At present no PEEP buddies required Monitor to see if need for PEEP arises</p>	<p>Deputy Bursar &amp; Senior Tutor</p> <p>Ongoing</p>	<p>TBA</p> <p>L</p>
<p><b>Cleaning and waste disposal</b></p>	<p>Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non healthcare settings guidance.</a></p>	<p>L</p>		<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and handwash are to be checked and replaced as needed by cleaning staff</p>	<p>Deputy Bursar &amp; Cleaning Manager 22/05/20</p>	<p>L</p>

				Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.		
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	School have given Regent Samsic sufficient notice to unfurlough staff	L	N/A	Bursar & Deputy Bursar with Cleaning Manager 22/05/20	L
	Adequate cleaning supplies and facilities around the school are in place.  Arrangements for longer-term continual supplies are also in place.	School able to produce own sanitiser on site	M	Portable wash basins available at the school entrance.  Hand sanitisers at Reception + around the school  Lidded bins in classrooms  Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach  Stock check and ordering schedule reviewed and order made.	Deputy Bursar & Cleaning Manager  12/08/20	L

	Sufficient time is available for the enhanced cleaning regime to take place.		L	Cleaning Schedule set specifically to fit the revised school day. All staff and parents advised of relevant hours in order for cleaning to be undertaken.	Senior Deputy Head, Deputy Bursar and Cleaning Manager 22/05/20	L
	Waste disposal process in place for normal waste, food waste, body spills & potentially contaminated waste.	Regent Samsic aware of protocols for different types of waste	L	Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).  Potentially contaminated waste bags and containers - kept closed and stored separately from communal waste for 72 hours	Deputy Bursar and Cleaning Manager 22/05/20	L
<b>Classrooms</b>	Classrooms will be used by different bubbles and teaching staff; cleaning supplies left in each room and guidance given regarding need for sanitising		L	Re-rooming arranged and cleaning materials provided and refilled daily where necessary	Deputy Bursar & Senior Deputy Head 31/08/20	L

	Classrooms have been re/arranged to allow as much space between individuals as practical.		L	Excess furniture removed and stored	Deputy Bursar	L
	Classroom windows have been checked to ensure they open and rooms can be ventilated		L		Deputy Bursar 31/08/20	L
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].		L	Additional resources will be supplied to reduce sharing of equipment	Prep Head + Deputy Bursar and Cleaning Manager 26/05/20	L
	Resources which are not easily washable or wipeable have been removed.	Soft Furnishings etc	M	Classroom teacher will remove and store	Deputy Bursar 26/05/20	L
	Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.		L	Additional Posters purchased for display, to be put in situ	Deputy Bursar 26/05/20	L

<b>Staffing</b>	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> <li>First aider</li> <li>Designated Safeguarding Lead (DSL)</li> <li>SENCO</li> <li>Caretaker/site member</li> <li>Office staff member</li> </ul>		H	Staff audit re available to work on-site from 1st June undertaken and found to be sufficient	Head 20/05/20	L
			H		ditto	L
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>					Senior Deputy Head 20/05/20
	<p>Risk assessments completed for clinically vulnerable/extremely clinically vulnerable).</p>				Senior Deputy Head/Human Resources 04/09/20	L

	Communication arrangements are in place with those staff and ongoing support provided.					
	Plans to respond to increased sickness levels are in place.				Senior Deputy Head/Bursar	L
	Approaches for meetings and staff training in place.				Senior Deputy Head 20/05/20	L
	Consideration given to the options for redeployment of staff to support the effective working of the school.  If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.				Deputy Bursar 03/09/20	L
	Approach to support wellbeing, mental health and resilience in place, including bereavement support  How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.			Staff are aware of available support and advice for schools and pupils  Bereavement training undertaken by all teaching staff	Senior Deputy Head 03/09/20	L

	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.			School will test staff (school nurse i/c). Parents responsible for testing children.	School Nurse 26/05/20	L
	The approach for inducting new starters has been reviewed and updated in line with current situation.		N/A			N/A
	Return to school procedures are clear for all staff.				Senior Deputy Head 03/09/20	L
	Arrangements to return any furloughed staff in place.				Bursar 03/09/20	L
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.		N/A		Bursar 03/09/20	N/A
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.				Bursar 03/09/20	
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.  NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.			Check with the contractor any requirements their employer has specified before visit. Share school protocols.	Deputy Bursar & Senior Deputy Head 26/05/20	L

	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.			Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.	Senior Deputy Head 03/09/20	L
<b>Social Distancing</b>	Arrangements for social distancing in place to consider: <ul style="list-style-type: none"> <li>• Staggered school drop off/pick up times</li> <li>• Staggered or limited amounts of moving around the school/ corridors</li> <li>• Classroom design</li> <li>• School Field markings</li> <li>• Lunch times are staggered.</li> <li>• Pupils advised to maintain distance from other bubbles (e.g. toilets)</li> </ul>				Deputy Bursar & Senior Deputy Head 03/09/20	L
	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.				Senior Deputy Head 03/09/20	L

	Approach to avoiding children and young people from different bubbles entering school congregating and breaching social distancing is in place.			On arrival, students move straight to either designated outdoor space or "Form Room"	Senior Deputy Head 03/09/20	L
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.			Handwashing and cleaning (if needed)  Conversations with parents  Risks assessments and individualised approach in place for students who might struggle to follow expectations  New behaviour policy in place with Covid addendum	Senior Deputy Head 03/09/20	L
	Approach to assemblies			New morning routine put in place with year group assemblies to avoid cross-bubble gatherings  House meetings online in teams	Senior Deputy Head 03/09/20	L
	Social distancing plans communicated with parents, including approach to breaches.				Senior Deputy Head 03/09/20	L

	Arrangements in place for the use of the outdoor space			Marquees erected; field zones marked out;	Senior tutor & Deputy Bursar 22/05/20	L
	Face coverings to be worn by pupils when moving in congested areas (e.g. corridors) where social distancing			Pupils issued with guidance on how to remove and store safely	Senior Deputy Head 03/09/20	
	Approach to staff communal areas			Soft furnishings reduced; additional refreshment areas created; additional seating areas created		
<b>Catering</b>	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	Remind parents about school allergies policy (no nuts) if children are bringing in snacks for break	L		Catering Manager 22/05/20  Senior Deputy Head 03/09/20	L  L
	Arrangements for the continued provision of FSMs for children not attending school are in place.	N/A				N/A

	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.			Children and staff will take their lunch in the dining hall in bubbles.  Group on Games will have packed lunches	Senior Deputy Head  03/09/20	L
	Arrangements for food deliveries in place	Sandwiches produced by 3 <sup>rd</sup> party off site and delivered to kitchen during morning		Sandwiches will be kept chilled in kitchen until delivered to collection zone immediately before lunch	Catering Manager  03/09/20	L
<b>PPE</b>	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Only required by School Nurse and she has adequate supply	L		Bursar & School Nurse 22/05/20	L
<b>Response to suspected/ confirmed case of COVID19 in school</b>	Approach to confirmed COVID19 cases in place: during school day <ul style="list-style-type: none"> <li>Which staff member/s should be informed/ take action</li> <li>Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> </ul>		M	Staff should alert the School Nurse immediately they suspect a child of showing symptoms. Nurse will attend and accompany pupil to Senior School Sick Bay where child will be isolated in recovery room until parent arrives to take them home.	Senior Deputy Head & School Nurse  22/05/20	L

	<ul style="list-style-type: none"> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>		M	Senior School Sick Bay and areas in School used by child to be deep cleaned	School Nurse & Cleaning Manager 22/05/20	L
			L	Senior Deputy Head or School Nurse to advise parent and school community	Senior Deputy Head 22/05/20	L
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> <li>• Approach to relocating CYP away from certain parts of the school to clean, if possible</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>		M	Areas in School used by child to be deep cleaned	Senior Deputy Head 03/09/20	L
			M		Senior Deputy Head to advise parent and school community	Cleaning Manager 03/09/20
<b>Pupil Re-orientation</b>	List of all critical worker parents up to date, including those who haven't yet taken up the offer of provision, in case of progression from Tier 1 to Tier 3 or 4.				Senior Deputy Head 03/09/20	L

<b><i>back into school after a period of closure/ being at home</i></b>						
	Approach and expectations around school uniform determined and communicated with parents.				Senior Deputy Head 03/09/20	L
	Changes to the school day/timetables shared with parents.				Senior Deputy Head 03/09/20	L
	All students instructed to bring a water bottle each day. Although water fountains not in use for drinking they are available for the re-filling of water bottles. Strict social distancing and cleaning arrangements in place.				Senior Deputy Head 03/09/20	L
	Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.  This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.				Senior Deputy Head 03/09/20  Deputy Head Pastoral 03/09/20	L
Approach to supporting wellbeing, mental health and				Senior Deputy Head	L	

	resilience, including bereavement support is in place.				03/09/20	
	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> <li>• Financial</li> <li>• Increased FSM eligibility</li> <li>• Referrals to social care and other support</li> <li>• PPG/ vulnerable groups</li> </ul>				Head, DSL & Bursar 22/05/20	L
<b>Partial Re-opening</b>	<p>Plans in place for Tier 2-4 where teachers may need to deliver some remote and in person lessons concurrently</p> <p>All students and staff have access to technology and remote learning offer.</p> <p>Blended approach between physical and remote learning developed, including support for those CYP who are shielding/ clinically vulnerable.</p>			Devices purchased for staff; classrooms equipped with necessary equipment for blended learning; pupil mobile device policy adapted; pupils can hand in work electronically	Senior Deputy Head 03/09/20	L
	Critical worker parents - list is maintained and plans in place to alert to provision and assess				Senior Deputy Head 03/09/20	L

	attendance needs in the event of a lockdown					
<b>Transition into new year group</b>  <b>What will need to be different this year because of COVID19?</b>	Online/ website support for families and young people around transition.				Senior Deputy Head 03/09/20	L
	Plan for transitions between school years taking into account what needs to be different <ul style="list-style-type: none"> <li>• Primary to Secondary</li> <li>• Vulnerable children</li> <li>• Children with SEND</li> <li>• Physical and sensory needs, including adaptations, equipment etc (lead in times)</li> <li>• School Leavers</li> </ul>				Senior Deputy Head 03/09/20	L
<b>Safeguarding</b>	Individual CYP's risk assessments are in place and welfare checks being undertaken.	Re-opening arrangements not reflected in risk assessment.	M	Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups	Deputy Head Pastoral 03/09/20	L

	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			Staff refresher training session on processes and procedures and the revised wellbeing material.	Deputy Head Pastoral 03/09/20	L
	Updated Child Protection Policy in place.			Adopted Temporary COVID19 Child Protection Policy	Deputy Head Pastoral 03/09/20	L
	Work with other agencies has been undertaken to support vulnerable CYP and families.			Meetings organised and regular liaison maintained	Deputy Head Pastoral 03/09/20	L
<b>Curriculum / learning environment</b>	Current learning plans, revised expectations and required adjustments have been considered.			Children are briefed on day one regarding new ways of working and of using the building.	Deputy Head, Academic 03/09/20	
	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> <li>Individual 'high risk' departments have</li> </ul>				Senior Deputy Head 22/05/20	L

	completed separate risk assessments					
	<p>Whole school approach to adapting curriculum (summer term), including:</p> <ul style="list-style-type: none"> <li>Wellbeing curriculum</li> <li>recognising 'non-curriculum' learning that has been done</li> <li>capturing pupil achievements/ outcomes</li> </ul>			Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.	Deputy Head Academic 03/09/20	L
	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.				Senior Deputy Head 03/09/20	L
<b>CYP with SEND</b>	Approach to provision of the elements of the EHCP including health/therapies.			N/A		
	Annual reviews.			N/A		
	Requests for assessment.			N/A		
	Support in place for children with SEND to understand new arrangements in School				Deputy Head Academic and	

					Head of Learning Support 03/09/20	
	Additional academic support available as needed				Deputy Head Academic and Head of Learning Support 03/09/20	
<b>Attendance</b>	Approach to supporting attendance for prioritised year groups determined in the event of a Tier 2-3 situation				Senior Deputy Head 03/09/20	L
	Approach to support for parents where rates of persistent absence were high before closure.			N/A		
<b>Communication</b>	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.				Senior Deputy Head & Deputy Bursar 22/05/20	L
	Re-opening plans shared with governors.				Head 03/09/20	L
	Communications with parents: <ul style="list-style-type: none"> <li>Plan for partial re-opening/Tier 2-4</li> </ul>				Senior Deputy Head	L

	<ul style="list-style-type: none"> <li>• Social distancing plan for onsite meetings</li> <li>• Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning</li> <li>• Online webinars organised for Q and A with Head</li> </ul>				03/09/20	
	Pupil communications around: <ul style="list-style-type: none"> <li>• Changes to timetable</li> <li>• Social distancing arrangements</li> <li>• Staggered start times</li> <li>• Expectations when in school and at home</li> <li>• Travelling to and from school safely</li> </ul>				Senior Deputy Head 03/09/20	L
	On-going regular communication plans determined to ensure parents are kept well-informed			Letters, website updates, social media	Senior Deputy Head 22/05/20	L
<b>Governors/ Governance</b>	Meetings and decisions that need to be taken prioritised.			Virtual governing body meetings	School Head, Chair of Governors, Prep Head & Bursar  As required	L
	Governors are clear on their role in the planning and re-opening of the school, including support to leaders.				School Head, Chair of Governors, Prep Head & Bursar	L L

	Approach to communication between Leaders and governors is clear and understood.					
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.				School Head, Chair of Governors, Prep Head & Bursar	L
<b>School events, including trips</b>	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.			All residential trips cancelled in the immediate term	Senior Deputy Head  03/09/20	L
<b>Finance</b>	Additional costs incurred due to COVID19 are understood and clearly documented.				Deputy Bursar Catering Manager Cleaning Manager & Bursar  22/05/20	L
	Claims submitted for reimbursement for example, increased premises related costs;				Deputy Bursar Catering Manager	L

	additional cleaning; support for FSM				Cleaning Manager & Bursar 22/05/20	
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.				Deputy Bursar Catering Manager Cleaning Manager & Bursar 22/05/20	L
	Insurance claims, including visits/trips booked previously.				Bursar 22/05/20	L
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> <li>• Cleaning</li> <li>• IT support</li> <li>• Catering</li> </ul>				Deputy Bursar Catering Manager Cleaning Manager & Bursar 22/05/20	L
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.				N/A	